

Prepaid Legal Service Plan Seller

Online Registration Procedures
For Registration Renewal

Registration Renewals

- All registrations must be renewed by June 30th of each year (expiration date is shown on your registration certificate). **Renewals submitted after July 1st will be charged a \$25 late fee in addition to the \$50 renewal fee.**
- Renewals follow the same procedures as initial registrations – you will need to login to your account to start the renewal process. If you don't remember your password, you can request a temporary password (see section for requesting a temporary password). **Please note:** too many unsuccessful login attempts will lock your account. We cannot unlock it – you must wait for 30 minutes before you will be able to attempt to login again.

To renew your registration, you will need to go to the log on page (found using the following link: <https://oars.vdacs.com/Account/logon?Prog=LSP>). On this page, you must **enter your email** (the email used to set up the account) **and your password**. If you cannot remember what email you used, please contact us for the information. If you no longer have access to the email used to set up the account, please contact us so we can change the email address for you. **If you don't remember the password** you used to set up the account, **enter your email address** and then click on **"Request a temporary password"** and follow the instructions for creating a new password. If you have any issues creating a new password, please refer to our tutorial, "Requesting a New Password."


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Log On to access Prepaid Legal Service Plan Sellers Online Registration

Don't have a VDACS Online Account? [Create your individual VDACS Online Account.](#)

Please enter your email address and password into the fields below to log on.

Log On

Email Address:

Password:

Log On

Forgot your password? [Request a temporary password.](#)

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Renewal Home Page

When you log in, the main page will populate and your registration records will appear on this screen. Locate your most current record and click on the “**Renew**” button. This will initiate the renewal process.

The screenshot displays the VDACS Online Registration Main Page. The header includes the Virginia.gov logo and navigation links. The main content area is titled "Online Registration Main Page - Prepaid Legal Service Plan Sellers". It features a table of individual applications with the following data:

Record#	Type	Status	Registration	New/Renew	Revised	Amended	Effective	Expires
68470	Prepaid Legal Service Plan Seller Registration *** Expires in 107 days	Issued	68470	New			08/13/2018	06/30/2019

Below the table, there are buttons for "View", "Amend", "Renew", and "Print Certificate". A red arrow points to the "Renew" button. The page also includes sections for "My Active Programs" and "My Profile".

If you are renewing, **DO NOT** click on any button other than the “Renew” button, as this will open the existing record instead of creating the renewal record.

On page 1 of your renewal record, you will need to review the information to confirm it is correct. If it is not correct then you need to make the appropriate revisions and then click “Next” to proceed to page 2.

Prepaid Legal Service Plan Seller Registration - LSP Applicant No. 39786 - LSPSellers, Tester For

Applicant Information » Compliance » Payment Information » Comments » Preview

• indicates required fields

Your Full Name

Note: Please provide your complete legal name. If you do not have middle name or suffix, please check the appropriate check boxes.

• First Name:

Tester

• Middle Name:

For

☐ I do not have a middle name.

• Last Name:

LSPSellers

• Suffix:

☐ I do not have a suffix.

Physical Address

• Physical Street Address:

123 Main Street

• City:

Anytown

• State:

Virginia

• Zip Code:

12345

Mailing Address

If same as physical address, check here ☒

Contact Information

• Daytime Telephone No.:

(123) 456-7891

Secondary Telephone No.:

Close

Quit

Next >>

Page 2 of the application is shown below. You are required to answer all of the compliance questions.

Question 1 asks for the Legal Services Organization (LSO) on whose behalf you will sell legal services plans. If your LSO is not listed, you will need to contact this office before you can complete the registration. Click on the box to the left of the name of your LSO.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at rana.clegg@vdacs.virginia.gov.

- ☐ Legal Resources of Virginia., Inc. (29558)
- ☐ -- Legal Resources Master Plan c/o Legal Resources of Hampton Roads, Inc. (29558)
- ☐ Legal Service Plans of Virginia, Inc. (29557)
- ☐ -- LegalShield (29557)
- ☐ -- Pre-Paid Legal Services, Inc. (29557)
- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? Yes ☒ No ☐

3) If working for an agency, do you have any ownership interest in the agency that you identified above? Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

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Question 2 asks if you are working directly with the LSO (example: you are working directly with Legal Shield, not working through an agency, such as Primerica, that is contracted with the LSO). You must click either “Yes” or “No.” If you click “Yes” you can proceed to Question 3.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

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- ☒ -- LegalShield (29557)
- ☐ -- Pre-Paid Legal Services, Inc. (29557)
- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)



2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☐ No ☒

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

Next >>

If your response to Question 2 is “Yes” your response to Question 3 will be “No.” Click “**No**” then click on “**Next**” to proceed.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

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- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? Yes ☒ No ☐

3) If working for an agency, do you have any ownership interest in the agency that you identified above? Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

Next >>

If your response to Question 2 is “No” (Example: you are an agent selling plans through Primerica), **you will need to type in the Name of the agency you are working through as well as the complete address of the agency.** Please use the format in the example shown for Question 2.

Applicant Information » **Compliance** » Payment Information » Comments » Preview

Statutory Compliance

1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia.

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- ☐ United Legal Benefits of Virginia, Inc. (29561)
- ☐ US Law Shield of Virginia, Inc. (29559)
- ☐ US Legal Plans, Inc. (29560)

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☐ No ☒

Please provide the Name and Address of the agency through which you represent the above Legal Services Organization(s), using the following format.:

LSP Agency
100 Main Street
Anytown, VA 22222



You have 4,000 characters left.

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☐ No ☒

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Close Quit

Next >>

If your response to Question 2 is “No” and you are a part owner of the agency through which you will sell legal services plans, you must answer “**Yes**” for Question 3 and **indicate your percentage of ownership interest in the Agency**. Click “**Next**” to proceed.

2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)?

Yes ☐ No ☒

Please provide the Name and Address of the agency through which you represent the above Legal Services Organization(s), using the following format.:

LSP Agency
100 Main Street
Anytown, VA 22222

LSP Agency
123 Main Street
Anytown, VA 23219

You have 3,956 characters left.

3) If working for an agency, do you have any ownership interest in the agency that you identified above?

Yes ☒ No ☐

NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.

Please indicate the percentage of your ownership interest in the agency:

25%

You have 3,997 characters left.

Close Quit

Next >>



Page 3 of the application is the payment page. On this page you must:


1. Enter the name as shown on the credit/debit card you are using.
2. Enter the billing address associated with the card you are using.
3. Indicate which type of card you are using by clicking on the button for the type of card you are using.
4. Enter the credit/debit card number (numbers only – no dashes or spaces).
5. Enter the credit card's expiration date's month and year using the dropdowns.
6. Enter the Card Verification Value (CVV) – found on the back on the card.
7. Click "Next."

Applicant Information » Compliance » **Payment Information** » Comments » Preview

• indicates required fields

Credit Card Information

- Name as shown on card:
- Billing Address:
- City:
- State:
- Zip Code:
- Amount to be Paid: **\$50.00**
- Credit Card Type: ☐  ☐ 
- Credit Card Number:
- Card Expiration Date :



3 Digit Card Verification Number **456**

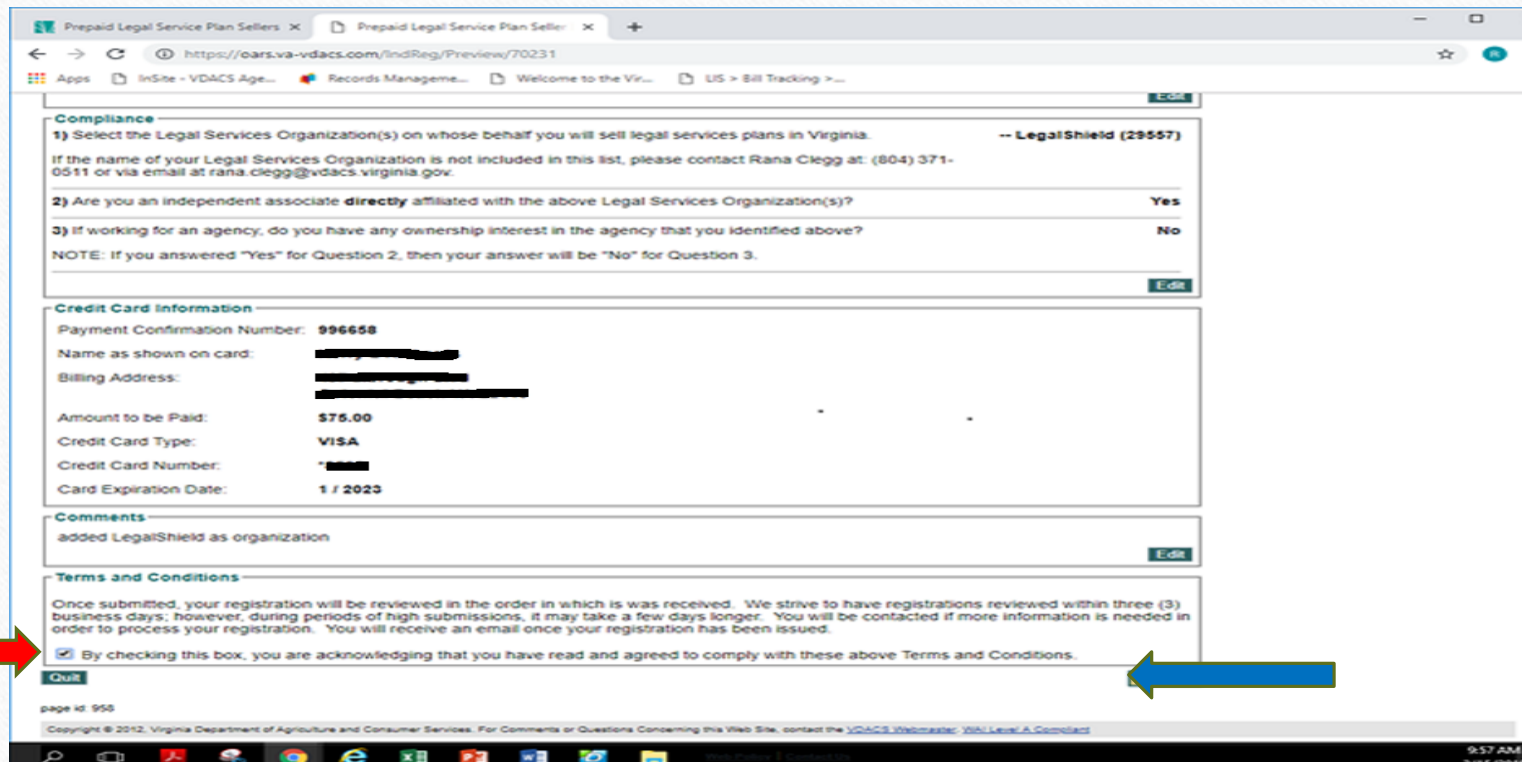
- CVV (Card Verification Value):

Close Quit

Next >>

Summary Page

After successfully submitting your payment information you will be taken to the page below. You must review the information on the page, and if it is correct, **check the box** in the bottom left corner of the page, and **click** “Submit.”



The screenshot shows a web browser window with the URL <https://oars.va-vdacs.com/IndReg/Preview/70231>. The page is titled "Prepaid Legal Service Plan Seller" and contains the following sections:

- Compliance**
 - 1) Select the Legal Services Organization(s) on whose behalf you will sell legal services plans in Virginia. -- LegalShield (29557)
If the name of your Legal Services Organization is not included in this list, please contact Rana Clegg at: (804) 371-0511 or via email at rana.clegg@vdacs.virginia.gov.
 - 2) Are you an independent associate **directly** affiliated with the above Legal Services Organization(s)? **Yes**
 - 3) If working for an agency, do you have any ownership interest in the agency that you identified above? **No**
 - NOTE: If you answered "Yes" for Question 2, then your answer will be "No" for Question 3.
- Credit Card Information**
 - Payment Confirmation Number: **996658**
 - Name as shown on card: [REDACTED]
 - Billing Address: [REDACTED]
 - Amount to be Paid: **\$75.00**
 - Credit Card Type: **VISA**
 - Credit Card Number: [REDACTED]
 - Card Expiration Date: **1 / 2023**
- Comments**
 - added LegalShield as organization
- Terms and Conditions**
 - Once submitted, your registration will be reviewed in the order in which it was received. We strive to have registrations reviewed within three (3) business days; however, during periods of high submissions, it may take a few days longer. You will be contacted if more information is needed in order to process your registration. You will receive an email once your registration has been issued.
 - ☒ By checking this box, you are acknowledging that you have read and agreed to comply with these above Terms and Conditions.

At the bottom left, there is a "Quit" button. A red arrow points to this button. At the bottom right, there is a "Submit" button. A blue arrow points to this button.

page id: 956
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9:57 AM
9/15/2019


CONFIRMATION OF SUBMISSION EMAIL

Once you have submitted your registration application, you will receive the email below. **NOTE:** this email is to advise the registration application was submitted successfully – this is **NOT** notification that the registration was issued.

-
- Dear <Name>:
 - Thank you for submitting your LSP registration application and payment. To view your application status, log on to our online registration website at <https://oars.vdacs.com/Account/logon?Prog=LSP>
 - **PLEASE NOTE - your registration has not yet been issued.** Upon completion of the review process, you will receive an email advising of the issuance of the registration as well as information for printing your certificate.
 - **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
 - Sincerely,
 - Rana Clegg
 - Regulatory Programs
 - Virginia Department of Agriculture and Consumer Services
 - Office of Charitable and Regulatory Programs
 - rana.clegg@vdacs.virginia.gov
 - (804) 371-0511

NOTICE OF ISSUED REGISTRATION

You will receive an email (below) when your registration has been issued. Please follow the directions in the email to log into your account to print your certificate **(the certificate is not automatically sent to you or your LSO – you must print it out and email it yourself)**.



- Dear <Name>:
- Your Certificate of Registration has been issued, effective from <issue date> to <June 30, 2020.
- You may print your certificate of registration online by logging into your account using the following link: <https://oars.va-vdacs.com/Account/logon?Prog=LSP>. 
- **PLEASE DO NOT REPLY TO THIS EMAIL, AS THIS IS AN UNMONITORED EMAIL BOX.** If you have any questions regarding the online registration website, please do not hesitate to contact me directly by using the contact information listed below. **IF I AM UNABLE TO RESPONSE TO YOU IMMEDIATELY, PLEASE SEND AN EMAIL OR LEAVE A VOICEMAIL MESSAGE WITH YOUR SPECIFIC QUESTION AND I OR ANOTHER TEAM MEMBER WILL RESPONSE TO YOU WITHIN 24 HOURS DURING NORMAL BUSINESS HOURS.**
- Sincerely,
- Rana Clegg,
- Regulatory Programs
- Virginia Department of Agriculture and Consumer Services
- Office of Charitable and Regulatory Programs
- rana.clegg@vdacs.virginia.gov
- (804) 371-0511

Printing Your Certificate

To print your certificate, you must login to your account. When your main page appears, locate your most current record (expires 6/30/2020) and click on the “**Print Certificate**” button.

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Welcome [REDACTED] | [Log Off](#)

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Online Registration Main Page - Prepaid Legal Service Plan Sellers

My Individual Applications

Record#	Type	Status	Registration	New/Renew	Revised	Amended	Effective	Expires
[REDACTED]	Prepaid Legal Service Plan Seller Registration	Issued	[REDACTED]	Renewal	Revised		03/15/2019	06/30/2019

[View](#) [Amend](#) [Print Certificate](#)

My Active Programs

- [Prepaid Legal Service Plan Sellers](#) Office of Charitable & Regulatory Programs (OCRP)

[Participate in other VDACS Online Programs](#)

My Profile

[Change Password](#)
[Update Account Information](#)

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